1. RECOR	RDS PLAN (Check one):	0 DATE DE							•	
Init		2. DATE PREPARED:	3. OFFICE	OF RESPONS	IBILITY (Ir	clude organizational	element; department,	group of h		
	<u> </u>	05/15/2003	T. 1					group, etc.):	2	
4. CUSTO		5 PHONE ALLA	1 echnolog	y Transfer D	epartmen	t/Customer and En	nployee Relations D	irectorate CD30	SHEET _	_1_OF _1_SHEE
Proces	s Owner:Susan Whitfi		IDEK: 10. BLD	G. NO.: 7. F	RM NO.: ₄	8. LOCATION OF R	RECORDS (Bldg. No., R	oom No., etc.): 9	SIGNATURE OF	APPROVING OFFICIA
Reco	rd Custodian: Jill Stoc	ks 544-1993	43	732	220	1			Vernott	A GOLDON
10. AFS NO.	11. RECORDS TITI	E, DESCRIPTION AND I		132	220		4732/227-12		Vernotto	C. McMillan
1		- DEGOLULATION AND I	-ILING ARRAN	NGEMENT	12.	DIS	POSITION INSTRUCT	IONS	13.	
		• .								DISPOSITION AUTHORITY
2170	NEW TECHNOLOG	GY REPORTING ON	ייי די ייי	o						
	NEW TECHNOLOG (new technology rep	ort/innovation disclos	r () Product (Quality Reco	rds May	retire to FRC 3 year	ars after received.	May destroy who	en 5 vears NDD	00 0/7 0 1
			are ease mes	5)	old.	•		with desiroy with	on 5 years NRR	CS 2/ /.G.1.a
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					Conc	urrence: China	ette K. Zr	. (==.	3-13	
						Annette K.	Tingle	marke 3 1	3-13	
						MSFC Rec	cords Manager	•		
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SFC Form 24	141 (Rev. April 1999)				In Comment					
					Informed					

1. RECORD	S PLAN (Check one):	2. DATE PREPARED:	3. OFFICE OF RES	PONSIBILITY (Include organizational element; departr	ment group etc.):		
Initia		05/15/2003			ent/Customer and Employee Relation		SHEET 1 OF 1 SH	IEETS
4. CUSTOD	•	5. PHONE NUM	MBER: 6. BLDG. NO.:	7. RM NO.:	8. LOCATION OF RECORDS (Bidg.	No., Room No., etc.): 9	SIGNATURE OF APPROVING OFFIC	: 1/2/ja ·
Process Record	Owner:Sammy Nabo Custodian: Jill Stock	ors		218	4732/227-12	, (10.1) (10.1) (10.1)	Vernotto C. McMillar	Ŧ
10. AFS NO.	11. RECORDS TITLI	E, DESCRIPTION AND	•			RUCTIONS	13. DISPOSITION AUTHORITY	
	COMMERCIALIZA Quality Records (con technology case files	ATION ASSISTANC mmercial assessments	E PROGRAM Production of invention disclo		inimum of 2 years and may destroy 030-OWI-001 and pending approv	at 5 years in accorda al of Schedule 2, AFS	unschoduled NRR 2/7	
				Со	ncurrence: <u>Aunette K. a</u> Annette K. Tingle MSFC Records Manage		.)-03	
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	S PLAN (Check one):	2. DATE PREPARED:	3. OFFICE OF RESP	ONSIBILITY (I	nclude organizational element; department, group, etc	.):	
Initial	X Revised	05/15/2003			nt/Customer and Employee Relations Directorate	lou	EET 1 OF 1 SHEETS
4. CUSTODI		5. PHONE NUM	BER: 6. BLDG. NO.:	7. RM NO.:	8. LOCATION OF RECORDS (Bldg. No., Room No., et	;, CD30 :.): 9. SIGNATUF	RE OF APPROVING OFFICIAL:
Record C	Owner:Susan Whitfi ustodian: Marilyn Ra	ield atliff 544-1933	4732	220		1/lls	cost Clark
10. AFS NO.		E, DESCRIPTION AND F			4732/227-9	Ve	rnotto C. McMillan
NO.			TEING ARRANGEMEN	Г 12.	DISPOSITION INSTRUCTIONS		13. DISPOSITION AUTHORITY
2170	NEW TECHNOLOG Product Quality Rec	GY REPORTING CO	NTRACT COMPLIA	ANCE Ma	y retire to FRC 1 year after contract closeout. Der final payment or closeout.	estroy 10 years	NRRS 2/7.G.2
	•						
		•		Cor	Annette K. Tingle MSFC Records Manager	5-23-03	
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1. RECORD	S PLAN (Check one):	2. DATE PREPARE	D: 3. OFF	FICE OF RESPO	ONSIBILI'	TY (In	clude organizational element; department, group, etc.):		
Initia		05/15/2003	Techn	ology Transfe	r Denar	tment	/Customer and Employee Relations Directorate, (SHE	ET 1 OF 1 SHEETS
4. CUSTOD		5. PHONE N	UMBER: 6.	BLDG. NO.:	7. RM N	O.:	8. LOCATION OF RECORDS (Bldg. No., Room No., etc.):	9. SIGNATURE	ØF APPROVING OFFICIAL:
Record C	Owner:Sammy Nabe Sustodian: Sammy Na	ors bors 544-52	226	4732	218	}	4732/218	Pernod	ootto C. McMillan
10. AFS NO.	11. RECORDS TITL	E, DESCRIPTION AN	ID FILING A			12.	DISPOSITION INSTRUCTIONS	V CII	13. DISPOSITION
		-							AUTHORITY
2140	LICENSING OF PA	ATENTS Product (Quality Rec	ords (licensing		Tern	n of License Agreement or life of patent (20 yrs) v	hichever	Unscheduled NRR 2/7
	agreement mes)		٠			come	es first in accordance with CD30-OWI-001		
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						Conc	currence: anutte K. Zink 5	-33-02	
							Annette K. Tingle MSFC Records Manager		
							and a record Manager		
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1. RECORD	S PLAN (Check one):	2. DA	TE PREPARED: 3. (OFFICE OF RESF	PONSIBIL	ITY (Ir	nclude organizational element; department, group, etc.):		
. Initia	Revised	i	!					SH	EET 1 OF 1 SHEETS
4. CUSTOD	IAN:		05/15/2003 Tec	hnology Transf	fer Depar	tmen	t/Customer and Employee Relations Directorate, (D30	LLI I OF I SHEETS
	ss Owner:Roger Paris	sa	5. PHONE NUMBER:	6. BLDG. NO.:	7. RM I	10.:	8. LOCATION OF RECORDS (Bldg. No., Room No., etc.):	9. ŞIÇNATUF	RE OF APPROVING OFFICIAL:
Record	Custodian: Roger Pa	risa	544-8949	4732	15	2	4732/150	funor	+emiller
10. AFS NO.	11. RECORDS TITL	E DES	CRIPTION AND FILING	· · · · · · · · · · · · · · · · · · ·		T		Ve	rnotto C. McMillan
NO.			OLA HON YIND LIFTING	ARRANGEMEN		12.	DISPOSITION INSTRUCTIONS		13. DISPOSITION AUTHORITY
									7.07.70.41.7
1050	EVTERNIAL CYLOT	01 (77)		es.					
1030	EXTERNAL CUST (agreement request,	OMER	AGREEMENTS Pr	oduct Quality I	Records	*Per	rmanent* Retire to FRC 2 years after completion/e	xpiration.	NRRS 1/6.B
	("Broomeric request,	corresp	bondence, the agreen	nent, concurren	ces)	Trar	nsfer to NARA 10 years after expiration.	•	
				•					
						Conc	currence: Currette K. Quel 5-2	3-03	
							Ametie K. Tingle		
							MSFC Records Manager		
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1. RECORD	S PLAN (Check one):	2. DATE PREPARED:	3. OFFICE OF RESP	ONSIBILITY ((Include organizational element; department, group, etc.):		
Initial		05/15/2003	Technology Transf	er Departme	ent/Customer and Employee Relations Directorate, (CD30 SHE	ET 1 OF 1 SHEETS
4. CUSTOD		5. PHONE NUM	BER: 6. BLDG. NO.:	7. RM NO.:	8. LOCATION OF RECORDS (Bldg. No., Room No., etc.):	9. SIGNATURE	OF APPROVING DEELCIAL:
Process	owner:Caroline Wa Custodian: Jill Stoc	ing . 544-3887 (37	11) 4732	229	4722/227 12	Veinos	
					4732/227-12	Veri	notto C. McMillan 13. DISPOSITION
10. AFS NO.	11. RECORDS TITL	E, DESCRIPTION AND F	ILING ARRANGEMEN	IT 12	2. DISPOSITION INSTRUCTIONS		13. DISPOSITION AUTHORITY
2210	A. SOFTWARE RE information, corresp	ELEASE Product Quali pondence related to sof	ty Records (disclosi tware request)		linumum 3 years and may destroy @ 5 years in acco D30-OWI-001	rdance with	Unscheduled NRR 2/7
	B. Software Usage 1	Agreement		Do	o Not Destroy		Unschedul-4 NRR 2/7-
			•				
					•		
				Co	oncurrence: Annette K. Zurafe 5 Annette K. Tingle MSFC Records Manager	-23-03	
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1. RECORD	S PLAN (Check one):	2. DATE PREPARED:	3. OFFICE OF RESPO	ONSIBILITY (I	nclude organizational element; department, group, etc.):	
Initial	• •	05/15/2003	Document Control (Custodian R	ecords, CD30	SHEET 1 OF 1 SHEET
4. CUSTOD	IAN:			7. RM NO.:		9. SIGNATURE OF APPROVING OFFICIAL:
	Custodian:Lynn Garri	ison 544-6719	4732	160	4732/220	Vernotto C. McMillan
10. AFS NO.	11. RECORDS TITL	E, DESCRIPTION AND FIL	ING ARRANGEMEN	Г 12.	DISPOSITION INSTRUCTIONS	13. DISPOSITION AUTHORITY
1240	CD30-OWI-001 Do	ocument Control process	records	De	stroy when 2 years old	NRRS 1/26
				Con	ncurrence: <u>Auntle K. Zirgle 5</u> Annette K. Tingle MSFC Records Manager	23-03
				·	1122 C 110001do 11111do.	
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1. RECORD	S PLAN (Check one):	2. DA	TE PREPARED:	3. OFF	FICE OF RESP	ONSIBILI	TY (In	clude organizational element; department, group, etc.):	T	,
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4. CUSTOD	IAN:	<u> </u>	5. PHONE NUMB	I echn		er Depar 7. RM N			NIN TO LID	E OF APPROVING OFFICIAL
				,211. 0.	DLD 0. 110	/. KW//	10	6. LOCATION OF RECORDS (Bldg. No., Rooff No., etc.).		HA-CILLAND GITTELL
,	stodian:Vananda Ha	mpton	544-0963		4732	10.	5	4732/105	Ver	novto C. McMillan
10. AFS NO.	AFS NO. 11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT						12.	DISPOSITION INSTRUCTIONS		13. DISPOSITION AUTHORITY
			5.							
	SAFETY AND MA	NDAT	ORY TRAININ	IG						
1700	Safety Records - Me	eeting I	Handouts & Atte	endee L	List		Han	dle as permanent pending Retention Approval		NRRS 1/117.5A
.1700	Safety Walk-through	ı Reco	rds (MSEC Form	n 1286	\		Dog	troy when 4 years old		NDDG 1/117 D
			`	•	,		Des	troy when 4 years old		NRRS 1/117.B
3410	MSFC Mandatory Training (IT Security, ISO, Diversity, COTR, etc)							icial copies kept by CD20/EODD in their Training Data Bears. CD30 retains unofficial copy for convenience only.	N/A	
3400	Special Training (O	JT) Re	cords for perfor	ming C	CD30 ISO pro	ocesses	Des whice	troy on employee transfer or separation, or when 5 years of chever comes first	old	NRRS 3/33.H.1
	PROCUREMENT					•				
5100	Credit Card Files (e	g. wor	king files, staten	nents, t	oilling data, e	tc.)	Des	troy 3 years after final payment		NRRS 5.1A.1B
		•					Con	Annette K. Tingle MSFC Records Manager	3	
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